

Formal Apology Letter Template for Mistake at Work

[Your Name]
[Your Position]
[Department/Team]
[Company Name]
[Date]

[Recipient's Name]
[Recipient's Position]
[Department/Team]
[Company Name]

Dear [Recipient's Name],

I am writing to formally apologize for [briefly describe the mistake, e.g., "the oversight in the project report submitted on June 10th"]. I take full responsibility for this error and understand the negative impact it may have caused to our team and the overall progress of our work.

Upon realizing my mistake, I [explain the steps taken to address the mistake or any corrective actions]. I deeply regret any inconvenience or disruption this may have caused and assure you that this lapse does not reflect my usual standard of work.

I am committed to learning from this experience and have already implemented measures to ensure that similar mistakes do not occur in the future. My goal is to regain your trust and demonstrate my dedication to the team's success.

I sincerely request your forgiveness for this error and appreciate your understanding and support as I work to rectify the situation. Please let me know if there is anything further I can do to address any lingering issues or concerns.

Thank you very much for considering my apology. I value the opportunity to continue contributing to our team and am determined to move forward positively.

Sincerely,
[Your Name]